

*Per. 12*

*15 December 1955*

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MEMORANDUM FOR: Mr. White

SUBJECT: Initiation of the Revised Fitness Report System

(FOR INFORMATION)

1. At its meeting on 15 December 1955, the CIA Career Council agreed to invite you to attend personally a briefing session for Operating Officials (Chiefs of Senior Staffs and Area Divisions under the DD/P; Assistant Directors under the DD/I; and Chiefs of Staffs and Offices under the DD/S) on the revised Fitness Report system. This meeting has been scheduled for 11:00 a.m. on Tuesday, 20 December 1955, in Room 117, Central Building. In view of the importance placed on the introduction of the revised Fitness Report by the Deputy Directors and other members of the Career Council, it is hoped that you will be able to attend.

2. In addition, it is suggested that you bring with you one or two other key officers of your chain of command, i.e., your deputy or executive officer or a Staff or Division Chief.

3. A series of training sessions to be conducted by the Management Training Division, Office of Training, for key administrative and personnel officials of all components is planned for early in January. At one of these sessions, the key administrative and personnel officers of your Component will be scheduled for more detailed briefing in the purposes and use of the revised Fitness Report system so that all supervisors in your component will have immediate access to competent technical advice.

4. The attached materials in three copies are forwarded to you for your review and information. They will be used during the briefing session on 20 December.

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Harrison G. Reynolds  
Chairman, CIA Career Council

Attachments:

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